

IMMUNIZATION GUIDELINES

This brief is by no means the definitive guide for immunizations in your school—it is meant only to outline the highlights of this process and the reporting obligations for public charter schools. The most complete guidelines are published by the Utah Department of Health in the School Immunization Guidebook. This booklet can be obtained online in PDF form at <http://www.immunize-utah.org/provider/school/guidebook.pdf>. Hard copies are also available through the Utah Department of Health. School administrators and admissions staff are responsible for complying with state immunization rules and need to be familiar with these guidelines. Additional links to Utah laws and rules for immunization are included at the end of this brief.

Utah schools are charged with ensuring that Utah students are properly immunized against communicable diseases. State laws and rules explain the role and responsibility of Utah schools in administering the Utah Immunization Rule for Students. The Utah Department of Health and the Utah State Office of Education collaborate to monitor the immunization status of students and a school's compliance with the immunization laws. During each academic year, the Utah Department of Health requires that all schools submit data regarding the immunization status of children currently enrolled. Failure to submit reports or noncompliance with immunization rules may result in substantial financial penalties.

If you have questions about immunization rules or reporting procedures, contact Caroline Green, State School Nurse Consultant at the Utah Department of Health.

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Immunization Basics

In short, school administrators are responsible to ensure that all students in their school are up to date with their immunizations (vaccination schedules are complicated—refer to the School Immunization Guidebook). Administrators must “exclude” (suspend) students who are not up to date on their immunizations.

The law states a student may not be admitted to a school without an official certificate of immunization; this certificate is part of each student's permanent school file and follows students throughout their school career. There are exceptions to this law:

- Students may be exempted from immunizations for medical, religious, or personal reasons and still attend school. Proper documentation is required to claim an exemption. For instructions on claiming an exemption, refer to the School Immunization Guidebook (the Guidebook contains sample exemption forms).
- Students may be “conditionally enrolled” if they have received at least one dose of each required vaccine and are on schedule for subsequent immunizations.

Students admitted “conditionally” that do not receive subsequent immunizations on schedule must be excluded from the school; the exclusion notification procedure to parents is prescribed by law; a sample exclusion notice is available in the School Immunization Guidebook.

Cost need not be the reason for a student's inability to be up to date on her/his vaccinations. Administrators should be aware of 53A-11-305 (see below) that requires local health departments to provide vaccinations to students. Fees may be charged; often local health departments have sliding fee scales that make vaccinations more affordable. Bottom line: this law also states that "a child may not be refused immunizations by the local health department in his area of residence because of inability to pay."

Immunization Reporting Basics

- ✓ Immunization reports are completed online at the Utah Department of Health website <http://hlunix.hl.state.ut.us/cgi-bin/appx-imm.cgi>.
Click "LOGIN"
Enter your "USER ID" and "PASSWORD" to complete the report
(Login information will be sent to each school; contact Caroline Green if you don't have it)
- ✓ **NOVEMBER 30** is the due date for the KINDERGARTEN SUMMARY REPORT and the SECOND DOSE MEASLES REPORT for grades K-12 for all the students in your school.
- ✓ **JANUARY 31** is the due date for the TRANSFER SUMMARY REPORT that includes all new students since the November 30 report.
- ✓ **JUNE 15 YEAR-END IMMUNIZATION STATUS REPORT**. This report is only required if your November 30 report included students noted as "conditional admission" or "out of compliance". Again, do not do this report unless your November 30 submission reported students as "conditional admission" or "out of compliance". Schools should receive a letter from the Department of Health in May advising whether or not they need to submit the June 15 year-end report.

The Utah Department of Health immunization information is reported to the USOE. There may be substantial financial penalties to schools that do not comply with the Utah Immunization Rule for Students. Contact Caroline Green if you are unsure about your compliance status.

Additional Resources & Information

Again, the **Utah School Immunization Guidebook** provides excellent guidance for complying with the Utah Immunization Program at <http://www.immunize-utah.org/provider/school/guidebook.pdf>. Appendix C of the Guidebook is a useful **Frequently Asked Questions** section.

The Department of Health website contains information and links about immunization on its **School and Childcare Information** page at <http://www.immunize-utah.org/provider/school/default.htm>.

Utah State Statutes that pertain to student immunization in schools:

Title 53A - Chapter 11 - Sections 301-306

Section 301: Certificate of immunization required

<http://www.le.state.ut.us/~code/TITLE53A/htm/53A0C014.htm>

Section 302: Immunization required - Exceptions

<http://www.le.state.ut.us/~code/TITLE53A/htm/53A0C015.htm>

Section 302.5: Personal belief immunization exemption

<http://www.le.state.ut.us/~code/TITLE53A/htm/53A0C016.htm>

Section 303: Regulations of department (of Health)

<http://www.le.state.ut.us/~code/TITLE53A/htm/53A0C017.htm>

Section 304: Certificate part of student's record

<http://www.le.state.ut.us/~code/TITLE53A/htm/53A0C018.htm>

Section 305: Immunization by local health departments—Fees

<http://www.le.state.ut.us/~code/TITLE53A/htm/53A0C019.htm>

Section 306: Conditional enrollment - Suspension for noncompliance

<http://www.le.state.ut.us/~code/TITLE53A/htm/53A0C020.htm>

Utah State Rules that pertain to student immunization in schools

R396-100 <http://www.rules.utah.gov/publicat/code/r396/r396-100.htm>